

**TOWN OF NORTHFIELD, VERMONT
SELECT BOARD
SPECIAL MEETING
Minutes of December 3, 2015**

- I. ROLL CALL.** Chair John Quinn III, Select Board members, Lynn Doney, Matthew Gadbois, Kenneth W. Goslant, and K. David Maxwell. Also present were Town Manager Jeff Schulz, Finance Director Laurie Baroffio, and Elroy C. Hill.

Chair Quinn called the meeting to order at 6:00 p.m.

- II. PUBLIC PARTICIPATION (Scheduled):** None.

III. BUDGET WORK SESSION

Manager Schulz stated that for this first budget meeting he will provide a general overview of the budget and a budget schedule. Manager Schulz noted that he has prepared a draft budget that includes a 4.7% increase (\$179,710) in total expenditures as compared to last years approved budget. Nearly all of the increases are attributed to wages and benefits, which for union employees are set by contract.

Next, Manager Schulz discussed the estimated revenues which show a 2.3% increase. For the most part, the revenues are estimates. There are several revenue line items that show an increase for FY16/17; and include the ambulance fees, and the ambulance per capita charges to Roxbury and portions of Berlin. The Board discussed the pool fees and cemetery fees noting that cemetery fees should be reviewed and increased.

Next, the Board started reviewing the FY 16/17 Town General Budget Departmental operation and maintenance budgets. Manager Schulz gave an overview of the proposed changes in the draft budget for the following departments: Manager's Office, Town Clerk, Board of Civil Authority, Listers, Accounting, Fire Department, and Police Department. The Board had several questions regarding each Department discussed, and stated that after a general review of the budgets, they will have Department heads in to discuss budgets in more detail. The Board agreed to have their next meeting on Monday, December 7, 2015 at 6:00 p.m. and will resume discussions of the operations and maintenance budgets at that time.

- IV. PUBLIC PARTICIPATION (Unscheduled).** There was none.

- V. ADJOURNMENT.** Motion by Select Board member Gadbois, seconded by Select Board member Doney, to adjourn. **Motion passed 5-0-0.**

The Board adjourned at 8:10 p.m.

Respectfully submitted,

Jeff Schulz

Jeff Schulz, Acting Clerk

An audio recording of this meeting is available in the Town Manager's Office.

These minutes were approved at the regular Select Board meeting of January 12, 2016.